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Civil Engineering

FURNISHINGS MANAGEMENT

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This instruction implements AFR 32-60, *Housing*. It:

- Establishes guidelines on the Department of Defense (DoD) philosophy (reference DoD 4165.63-M, *DoD Housing Management*, September 1993) regarding a furnishings management office (FMO). The Housing Flight is responsible for FMO operations.
- Gives guidance and rules for an installation furnishings program.
- Establishes procedures for working with various housing and logistics publications.
- For related policies, see:
 - AFI 23-101, *Air Force Centrally Managed Equipment*
 - AFI 21-115, *Product Quality Deficiency Report Program*.
 - AFI 32-1031, *Operations Management*.
 - AFI 32-6001, *Family Housing Management*.
 - AFI 32-6005, *Unaccompanied Housing Management and Operations*.
 - AFI 32-6003, *General Officer Quarters*.
 - Table of Allowance (TA) 414, *Quarters Furnishings*.
 - TA 106, *Housekeeping Furnishings for Special Command Positions*.

See **Attachment 1** for abbreviations, acronyms, and terms used in this instruction.

SUMMARY OF REVISIONS

This is the first publication of AFI 32-6004, which revises AFR 140-1. It:

- Directs questions on general officer quarters (GOQ) policy and guidance to AFI 32-6003.
- Deletes the requirement to segregate furnishings assets purchased from operations and maintenance (O&M) and Military Family Housing (MFH) appropriations.

- Requires organization commanders and lodging managers to maintain control of furnishings in their facilities.
- Deletes percentage requirements (5 percent for furnishings, 6 percent for appliances) for base back-up stock levels.
- Adds information on acquiring unaccompanied personnel housing (UPH) furnishings.
- Deletes the requirement for chief of services quarterly furnishings warehouse inspections.
- Details UPH storage and handling requirements for furnishings warehouses.
- Designates a furnishings employee as an authorized supply inspector.
- Explains accountability and control measures for NF1, NF3, and XB3 furnishings assets.
- Establishes a requirement for annual furnishings inventories of warehouse assets and annual organization and lodging assessments of furnishings quality and quantity.
- Defines overseas furnishings support items.
- Increases the allowance for dormitory washers and dryers.
- Adds information on quarters improvement standards for unaccompanied housing.

Chapter 1

FURNISHINGS PROGRAM RESPONSIBILITIES

1.1. Furnishings Management Program.

1.1.1. This program provides furniture and appliances for:

- Family housing.
- Lodging facilities.
- Dormitories.
- Unaccompanied officer and NCO quarters.
- Fire department sleeping and entertainment areas.

1.1.2. Supplemental and Special Command Position Furnishings. Supplemental furnishings may be provided to installation commanders, general officers, brigadier general selects, civilian equivalents residing in government housing, and the Chief Master Sergeant of the Air Force. Additional furnishings and tableware may be provided to special command positions. For further guidance, see AFI 32-6003, *General Officer Quarters (GOQ)*.

1.2. HQ USAF Responsibilities.

1.2.1. HQ USAF/CE. The Office of the Civil Engineer oversees the furnishings management program.

1.2.2. HQ USAF/CEH. The Directorate of Housing is the office of primary responsibility (OPR) for the furnishings management program and serves as functional point of contact for Tables of Allowance (TA) 106 and 414.

1.3. Major Command (MAJCOM) Responsibilities. The MAJCOM Civil Engineer housing staff:

- Manages the furnishings program.
- Sets up supplemental guidance to implement the policies of this program.
- Develops and consolidates all funds requirements, including those for stock funds, and recommends distribution of funds for furnishings support.
- Acts as the primary member of the command equipment review authorization activity (ERAA) for TAs 106 and 414.
- Develops an excess furnishings program.
- Plans and annually updates a command furnishings upgrade and replacement program. Includes the family housing (FH) requirements update in the annual FH Financial Plan.
- Submits an *Overseas Furnishings and Quarters Availability Report*, (RCS: HAF-LEE[SA] 7803) on overseas stations under its control (see **Attachment 3**).

1.4. Installation Commander Responsibilities. The senior installation (wing) commander (hereafter called the installation commander, or commander):

- Provides resources for all aspects of the furnishings management program.

- Provides facilities meeting the standards in DoD 4145.19-R-1, *Storage and Warehousing Facilities and Services*, June 1978, for the operation of furnishings management warehouses and administrative support.
- Assigns qualified personnel to furnishings management.
- Makes furnishings information available for all housing customers.
- Develops and maintains an installation furnishings management program and local furnishings standards, which should meet or exceed MAJCOM standards and Air Force standards given in this AFL.
- Ensures that organization commanders or designated representatives sign for dormitory furnishings, perform an annual assessment, and forward assessments to the Housing Flight.
- Provides data automation support.
- Includes the FMO on the Military Personnel Flight (MPF) out-processing checklist.
- Has the MPF brief members traveling to overseas areas about furnishings and quarters availability.

1.5. Installation or Base Civil Engineer (BCE) Responsibilities. The BCE:

- Identifies budget requirements for unaccompanied housing, lodging, family housing, and GOQs.
- Makes sure furnishings are properly inventoried and accounted for.
- Makes training available for furnishings management personnel.
- Tracks and reports GOQ furnishings expenditures.
- Ensures the Housing Manager reviews annual furnishings inventories.
- Provides furnishings repair, either in-house or through a contract service.

1.6. Housing Flight Responsibilities. The furnishings management function, in the Housing Flight, is the base focal point for all transactions involving quarters furnishings. This activity:

- Prepares inputs to the BCE budget.
- Receives and issues furnishings.
- Keeps a furnishings backup stock.
- Stores, redistributes, repairs, and turns in furnishings.
- Coordinates on all organization and lodging TA 414 furnishings requests submitted to base supply.
- Identifies and reports excess furnishings.
- Participates in the Quarters Improvements Committee (QIC).
- Identifies and reports suspected abuse or loss of property. For items damaged, destroyed, or lost through possible fault or neglect, starts documentation to hold customers financially liable.
- Makes sure assigned personnel follow the latest supply and customer service procedures.
- Provides customer pickup and delivery service.
- Performs an annual inventory of FMO warehouse stocks.

1.7. Organization Commander and Lodging Manager Responsibilities.

1.7.1. Dual Responsibilities. Organization commanders and lodging managers:

- Maintain control of TA 414 furnishings in their respective facilities.
- Conduct annual quarters furnishings assessment on an AF Form 228, **Conduct annual quarters furnishings assessment on an AF Form 228, Furnishings Custody Receipt and Condition Report**, and forward a completed copy of AF Form 228 to the Housing Flight.
- Hold facility occupants financially liable for abuse, damage, loss, or neglect to furnishings.
- Make sure that occupants pay for any personal bills they accrue (such as telephone and cable TV charges).
- Participate in the base QIC to represent unit dormitory and lodging furnishings needs.

1.7.2. Organization Commander Responsibilities. Organization commanders ensure inventory of room furnishings by UEQ room residents at change of occupancy. The new occupant signs an AF Form 228 acknowledging quantity and condition of furnishings and equipment present in his or her room. The commander then ensures updated information is placed in the unit's master AF Form 228 file. A unit's master AF Form 228 file is one AF Form 228 which compiles all the individual room AF Form 228 data. (Lodging managers do not have to inventory room furnishings between changes in TDY or transient customers, since these people do not sign AF Forms 228.)

1.8. General Officer Quarters (GOQ) Furnishings Costs. The Congress requires that the Office of the Secretary of Defense (OSD) annually review GOQ costs in the budget cycle and during the project approval process. GOQ supplemental furnishings costs are included in these operations cost reviews, and must be monitored. General officers will personally sign an AF Form 228 for all furnishings in their GOQ (refer to AFI 32-6003).

Chapter 2

FINANCIAL RESPONSIBILITIES

2.1. Furnishings Budgets. Housing Flight managers obtain furnishings items and service through budget inputs or estimates provided to the Civil Engineer Financial Management Element. These estimates include requirements for furnishings initial issue, upgrade, repair, and replacement programs for both O&M and MFH funds.

2.1.1. Budget Preparation. Use the following procedures when estimating furniture requirements:

- Derive the basic furnishings requirements from TAs 414 and 106. Keep hard copies of the TAs in FMO, or view the TAs on microfiche.
- Use the installation quarters improvement plan (QIP) to further define the type and style of furnishings.
- Include furnishings administrative support requirements in budget estimates.

2.1.2. Use O&M funds to provide furnishings for UH and unaccompanied personnel authorized to reside in privately owned or rented quarters overseas. Refer to AFI 34-601 for lodging furnishings, fixtures, and equipment funding requirements.

2.1.3. Use MFH funds to provide furnishings for family housing and accompanied personnel authorized to live in privately owned or rented quarters overseas.

2.2. Budget Requirements. Furnishings budget justifications include complete information and thoroughly supported data. Note:

- The age and condition of inventory and equipment.
- Furnishings requirements for scheduled military construction program renovation, new construction, and acquisition housing projects.
- Any mission changes.
- Loaner kit requirements (full Joint Federal Travel Regulation, or full JFTR locations) and furniture (limited Joint Federal Travel Regulation, or limited JFTR locations) for overseas housing.

2.3. Appliances. See **Chapter 6** of this instruction.

2.4. Back-up Stock. The back-up stock provides items to replace broken or wornout furnishings. Compute the installation backup stock quantity or level by considering:

- Past usage.
- Projected customer needs.
- Transportation or resupply lead times.
- Available storage space.

2.5. Furnishings Repair. Evaluate furnishings requirements for both contract and in-house repair, including renovation programs. Describe each item needed and justify estimates for quantities and repair costs. Include supply and equipment costs needed for preventive maintenance and in-house repairs.

2.6. Transportation of Furnishings. Estimate the:

- Number of units to be supported.
- Number of trips.
- Approximate weight per trip.
- Costs for pickup and delivery services for contracted furnishings moves.
- Mileage for fuel costs and associated equipment and supplies for in-house furnishings moves.

2.7. Acquisition. Furnishings acquisition is complicated and requires close coordination and aggressive follow-up on orders. Special attention to details is necessary so that the right items arrive on time.

2.7.1. Responsibilities of the Housing Flight Manager:

- Orders furnishings by completing the required supply and contracting documentation.
- Makes sure that funds are obligated by monitoring funds availability documents until the order is delivered.

2.7.2. Responsibilities of the FMO:

- Coordinates requirements with budget, contracting, and supply (stock fund authority).
- Ensures that the installation QIC approves all UH furnishings purchases.
- Follows up on all outstanding furnishings orders until the items arrive.

2.7.3. Requisitioning. Use DD Form 1348-6, **DoD Single Line Item Requisition System Document (Manual-Long Form)**, to requisition furnishings by the off-line supply method. On requisitions, include full exception data, and specify the exact type of furnishings needed, such as fabric color and grade, wood finish, and furniture style.

2.7.4. Special Procedures. Use contracting or General Services Administration (GSA) special project furnishings procedures to minimize storage and handling, to ensure that items arrive by the estimated delivery date (EDD), and to obtain the best possible price. Special project procedures accommodate installation needs for:

- Facility beneficial occupancy date.
- Incremental shipments.
- Quantity discounts.
- Containerized shipments at manufacturer plants.

2.8. Supplies. Do not include expendable supplies and grounds maintenance equipment for UH and lodging facility day-to-day operations (non-TA 414 items) in FMO budgets. The using organizations budget for and purchase these items.

2.9. Deficiency Reporting. Immediately report any new furnishings that are damaged or of poor quality to base supply or base contracting. These agencies explain how to report deficiencies according to AFI 23-101, *Air Force Centrally Managed Equipment*, and AFI 21-115, *Product Quality Deficiency Report Program*. Send information copies of deficiency reports through MAJCOMs to HQ USAF/CEH.

Chapter 3

WAREHOUSE MANAGEMENT

3.1. Storage and Materiel Handling. To protect and safeguard the furnishings inventory, furnishings warehouses must meet or exceed standards set in DoD 4145.19-R-1 (located in base supply). In addition to these standards, equip furnishings warehouses with:

- Climatic control to preserve wood and fabrics.
- Loading ramp and dock.
- Sufficient lighting.
- Appropriate shelving.
- Administrative area.
- Security area for pilferables (such as microwaves, VCRs, and TVs).
- Workshop areas for minor maintenance.
- Flammable materials storage space.
- Space and electrical outlet service for materials handling equipment.
- Staging area for receiving assets and processing turn-ins.

3.2. Housekeeping and Safety:

3.2.1. General Requirements. Keep key areas clean, safe, and orderly:

- Establish a warehouse location system to illustrate item locations and assist in planning and management of space.
- Block refrigerator doors open.
- Place pads between wood and item surfaces.
- Cover items that are not in boxes or containers.
- Mark aisles with safety stripes; and post exit markings, load bearing limits, and other safety information.

3.2.2. Stacking Requirements. When stacking items, do not exceed the load capacity of the bottom item. Mattresses and box springs are a special concern. Stack these in a manner that prevents safety hazards or damage to the assets. Observe the manufacturer's recommended stacking limitations.

3.2.3. Other Requirements:

- Obtain entomology services to exterminate insects in storage areas as required.
- Segregate nonappropriated funds (NAF) property in the warehouse.
- Use signs or aisle markers to identify the warehouse locations of serviceable items.

3.3. Pickup and Delivery Service. Coordinate pickup and delivery service with customers. Customers may provide transportation if desired. A furnishings representative or quality assurance evaluator (QAE) in contract operations:

- Accompanies commercial contractors for pickup and delivery service.

- Checks all issues and turn-ins for proper identification, quantity, condition, and cleanliness.

3.4. Receiving Furnishings. Base supply, transportation, and FMO must coordinate on the receipt of furnishings shipments. On incoming shipments:

- Verify the identification, quantity, and condition of furnishings.
- Mark appliances with warranty data and date of delivery.
- Maintain records on the date of delivery for other furnishings items.

3.4.1. Use the date of delivery to determine depreciation allowances on statements of charges, cash collection vouchers, deficiency reports and reports of survey.

3.4.2. Use the date of delivery to determine the age of the inventory for future furnishings replacement requirements.

3.5. Storage, Operation, and Movement of Property. Follow established safety practices. Request the technical assistance of the installation safety office in all matters relating to accident prevention. Make sure that workers wear protective clothing such as gloves and safety shoes.

3.5.1. Moving. Use materiel handling equipment to load and unload crated, boxed, or palletized items and to move assets within the warehouse. Pad hand trucks and dollies to avoid damaging items.

3.6. Inspection and Tagging. Furnishings personnel should be designated by base supply to perform inspector's duties. Inspectors:

- Identify property.
- Check property condition.
- Determine property's final disposition.
- Sign appropriate documentation for turn-ins.
- Segregate and mark all repairable and condemned property in storage.

3.7. Repair and Replacement. The FMO determines whether to repair, replace, or dispose of furnishings, using guidance in TO 0025-211.

3.7.1. Procedures:

- Establish a repair and preventive maintenance program. This program includes minor touch-up of surfaces, tightening and adjusting hardware, and minor regluing.
- Limit furnishings repair to items authorized by TAs 106 and 414. Use O&M funds to repair furnishings procured with O&M funds, and MFH funds to repair furnishings procured with MFH funds.
- Use contract repair services when furniture repair requirements exceed installation FMO preventive maintenance capabilities. Consider contractor pickup and delivery of items.

3.7.2. Customers who have furnishings items for repair may take the item in themselves or request FMO transportation assistance. The FMO inspects the item to determine whether it needs replacement because of fair wear and tear or negligence, and informs the customer.

3.7.3. If a replacement is necessary and available, issue it to the customer immediately. Process the damaged item for repair or turn it in to the Defense Reutilization and Marketing Office (DRMO). When replacement items aren't available, adjust the records and requisition the items needed.

Chapter 4

ACCOUNTABILITY

4.1. Philosophy. The Air Force has a large investment in quality quarters furnishings and issues these assets to numerous organizations. Accountability for quarters furnishings on an installation is therefore extremely important, and is not the sole responsibility of the Housing Flight. Organization commanders, lodging managers, and all personnel who use and benefit from quarters furnishings must take an active and responsible part in the accountability process.

4.2. Types of Furnishings Accountability. There are three supply accountability codes that pertain to furnishings:

- XB3 - Expendable Items (for example, curtains, bedspreads, and trash cans).
- NF1 - Non-EAID Accountable Items (for example, desks, chairs, and beds).
- NF3 - EAID Accountable Items (items listed on a CA/CRL, *Custodian Authorization/Custody Receipt Listing* (for example, EAID Appliances).

4.3. Transaction Records. Maintain a clear and defined audit trail of all furnishings transactions.

4.3.1. Establish accounts for NF3 items with base supply in accordance with AFI23-101.

4.3.2. Use automated systems for accountability when available.

4.3.3. Document all furnishings received from supply on internal furnishings accounting control records (WIMS or other furnishings manual forms). These records show the status of all assets physically in the warehouse and those assets issued to the customers. In addition, make sure that NF3 items for organizations are EAID accountable to the applicable organization.

4.3.4. Use AF Form 228 to issue furnishings to authorized customers, and make sure that all records are properly adjusted (CA/CRL, automated, and manual system). FMO keeps a jacket file on all customers, with pertinent documents (such as AF Forms 228, orders, and appointment letters).

4.4. Customer Accounts. Customers (organization commanders and lodging managers) establish accounts with supply and FMO. Customers maintain the master AF Form 228 reflecting total furnishings (NF1-NF3- XB3) issued. Units establish internal control measures to make sure individuals sign AF Form 228 for room furnishings (does not apply to lodging). Units also appoint representatives from their organizations to act as points of contact with FMO.

4.4.1. Furnishings in jointly occupied UH must be accounted for by the commander of the larger assigned unit. Individual occupants, other than lodging guests, sign the AF Form 228 acknowledging the quantity and condition of furnishings.

4.4.2. Turn-ins. Individual room occupants turn in items as required to organizational representatives. FMO accepts turn-ins from the organizational representative or the custodian only. Do not use unit UH sleeping rooms and storage rooms to store quarters furnishings.

4.5. Excess Furnishings. Installation commanders may use furnishings that exceed TA414 requirements to satisfy local needs (see the TA prefaces).

4.6. Inventory. The annual furnishings inventory includes:

- A physical count of warehouse assets and items in repair.
- A records reconciliation of jacket files for all GOQ and family housing accounts.

It does not include UH and lodging accounts (see paragraph **4.6.4.**).

4.6.1. Method. To minimize disruption of customer service and to promptly identify discrepancies use either a perpetual single item or block of items inventory method.

4.6.2. Documents Adjustment. Correct discrepancies as you discover them and adjust documentation as required until the next annual inventory.

4.6.3. Review. The Housing Flight manager annually reviews inventories and supporting documentation and certifies this review in writing.

4.6.4. Customer Assets. Customers (organization commanders, lodging managers, and housing managers for UOQ/UNCOQ facilities) annually assess the quantity and condition of furnishings in their respective facilities:

- Document the assessment on a unit master AF Form 228, sending one copy to the Housing Flight and keeping one at the unit or in lodging.
- Report furnishings identified as damaged, lost, or destroyed through suspected occupant abuse or neglect to the installation commander.
- Hold persons responsible for the abuse financially liable.

Chapter 5

OVERSEAS OPERATIONS

5.1. Requirements. Overseas furnishings operations differ from continental United States (CONUS) operations in that they need greater inventories, staff, and resources to support on-base and off-base customers in full and limited joint Federal travel regulation (JFTR) conditions.

5.1.1. Installation Furnishings. The installation furnishings program is an important part of the sponsorship program. Advertise and promote the local furnishings program in base sponsorship and welcome package information, because people use this information to make decisions about personal household goods shipments before they depart for an overseas area.

5.1.2. Definition. The Air Force authorizes overseas furnishings support to:

- Personnel assigned to government-controlled housing.
- Personnel who qualify for government housing but elect to live off base and receive a housing allowance (BAQ or LQA).
- Foreign military members or personnel authorized support by host tenant support.
- Contractor and technical representative personnel, when the agreement or contract specifies furnishings support.

5.2. Customer Support. Designate a customer service function within each FMO. This function provides authorized personnel with furnishings entitlements and support.

5.2.1. Provide a local procedure information brochure to customers.

5.2.2. Schedule pickup and delivery service. Explain to customers that they may have to pay delivery and pickup charges on missed appointments. Include this policy in the brochure.

5.2.3. Follow procedures for customer property receipt.

5.2.3.1. An authorized member, spouse, or adult household member may sign the AF Form 228 to receive furnishings. A member may, in extraordinary circumstances, give power of attorney to another person to perform all furnishings transactions (for example, if a member must depart early from the overseas area). An exception to designating others to sign for furnishings property applies to general officer furnishings accounts. General officers must personally sign for all Government-issued furnishings and assets in their quarters (See AFI 32-6003).

5.2.4. Coordinate appliance connection and disconnection service (hookup of stoves, dryers) with Civil Engineering.

5.2.5. Make sure that employees who have contact with customers speak adequate English.

5.2.6. Issue replacements only when a furnishings inspector deems it necessary. Do not exchange items to satisfy a member's personal preference at government expense.

5.2.7. Keep a back order list for items that are not available. Keep this list by item and date of request, so that you can satisfy the oldest back order request first when items come in. Give initial-issue shortages priority over replacement shortages. Remove customers who no longer require requested items from the back order list.

5.2.8. To minimize transportation expenses and unnecessary wear on furnishings, leave assets in quarters and make account transfers between authorized customers. Account for furnishings at all times. The new and former customers jointly inventory assets, and the new customer signs the AF Form 228 after any discrepancies are corrected.

5.2.9. Customers should make every attempt to identify their furnishings requirements to FMO as soon as possible after arriving (ideally within 60 days). Limit subsequent requests for additional furnishings to extenuating circumstances, such as changed quarters or an increase in family size.

5.2.10. Do not transport government-issued items solely for a customer's personal convenience. Provide transportation for government-directed moves or for extenuating circumstances such as medical condemnation of quarters for health or sanitation problems.

5.2.11. FMO and the transportation management office (TMO) work together to coordinate delivery and pickup of government and personal household goods.

5.3. Furnishings Support. Set up basic furnishings support programs overseas to minimize Government temporary lodging allowance (TLA) expenses and to alleviate personal inconvenience or hardships to customers. These hardships normally result from overseas construction practices and electrical services that cause members to purchase items they do not need in CONUS housing.

5.3.1. Give customers basic support items for the duration of the tour, regardless of their JFTR entitlement. Basic support items may include (but are not limited to) appliances, wardrobes, electrical transformers, and kitchen cabinets.

5.3.2. Full JFTR. Limit furnishings support to items in the TA 414 Preface and Part F. In general, do not allow customers to keep loaner kits for more than 90 days. Installation commanders may authorize exceptions when circumstances warrant (for example, when the customer experiences hardships, natural disasters, or other unforeseen difficulties). Document exceptions in the customer jacket file.

5.3.3. Limited JFTR. Limit furnishings support to items in the TA 414 Preface and Parts B and G. Issue furnishings for the duration of the tour. Authorize additional weight for customers to ship personal household goods when government items are not available.

5.4. Overseas Furnishings and Quarters Availability Report, RCS: HAF-LEE(SA) 7803. Housing Flight managers at overseas locations must submit this report to MAJCOM/CEH by 1 January and 1 July each year. This report:

- Projects Government quarters and furniture availability over a 6-month period for unaccompanied members.
- Identifies excess weight entitlements for both unaccompanied and accompanied members at restricted JFTR locations when Government furniture is not available.

See **Attachment 3** for specific reporting requirements.

Chapter 6

APPLIANCE MANAGEMENT

6.1. Definition. In the context of furnishings, appliances are defined as domestic refrigerators, stoves, clothes dryers, clothes washers, freezers, portable dishwashers, microwave ovens, and ice machines.

6.1.1. Government-owned family housing appliances are either real property installed equipment (RPIE) or EAID.

6.1.2. Government-owned appliances installed in family housing are RPIE, and accounted for on BCE real property records.

6.1.3. Government-owned appliances installed in UH and lodging are EAID, and the organization commander or lodging manager accounts for them.

6.1.4. The Housing Flight manager accounts for appliances in UOQs and UNCOQ.

6.1.5. Define all appliances used to support off-base customers (overseas) as EAID.

6.2. Appliance Authorizations. Assign appliance quantity allowances in accordance with TAs 106 and 414. The base civil engineer establishes and maintains a back-up stock of appliances in quarters as outlined in AFI 32-1031. In general, provide at least one washer and one dryer for every 12 individuals assigned to UH; this ratio can be adjusted to accommodate installation needs (for example, providing more dryers than washers).

6.2.1. Military Housing Appliances. Provide a range and refrigerator in all military family housing quarters.

6.2.1.1. Refrigerators. Use the following table as a guide to issue refrigerators in family housing and lodging. You may issue larger appliances when facility configuration and resources permit, to provide the best product possible for all customers.

Table 6.1. Issue Standards for Refrigerators in Family Housing and TLFs.

Unit Size	Recommended Maximum Size (cubic feet - CF)
1-2-3 Bedroom	16.5 - 17.4 (GSA Size G)
4-5 Bedroom	20.5 - 21.4 (GSA Size I)

6.2.2. UH Lodging Appliances. The size and type of appliance needed for UH and transient lodging will be size and type of appliance "as required", depending on the room and facility configuration.

6.2.2.1. Provide commercial-size washers and dryers in government- owned or -leased UH and in lodging quarters at no cost to occupants. The appliance may be contractor-owned, leased, or government-owned.

6.2.2.2. Do not provide government-owned washers and dryers unless such provision clearly serves the best interest of the Government.

6.2.2.3. Conduct a comparative cost analysis before procuring government-owned equipment for either initial installation or replacement purposes.

6.2.3. Occupants may use personally owned refrigerators in place of government-provided equipment in family housing.

6.2.3.1. When privately owned appliances are permitted and utility connections are available, the customer connects and disconnects the appliances.

6.2.3.2. When utility connections are not available, the owner may submit a self-help work request to install the utility service.

6.3. Budgeting for Appliances. The BCE budgets for the maintenance and repair of all government-owned appliances from appropriate O&M and MFH budgets. Maintenance and repair includes initial installation, replacement, and backup stocks. Other organizations submit requirements for initial-issue items to the BCE for inclusion in the budget.

6.4. Appliance Maintenance. AFI 32-1031 defines responsibilities. Installations with contract housing maintenance may allow the contractor to act as a government purchasing agent for housing appliances. When you use this option, develop local procedures to control appliance management.

6.5. Compatibility. The FMO coordinates with the customer and Civil Engineering to make sure that the requested appliances are compatible with the utility connection (gas or electric) and space available in the quarters.

Chapter 7

FACILITY AND FURNISHINGS STANDARDS

7.1. Unaccompanied Housing Standards. The Air Force provides on-base living accommodations that meet the needs and expectations of the single individuals living in unaccompanied housing. Such facilities must incorporate characteristics that attract, motivate, and support the residents.

7.1.1. Interior Design. It is Air Force policy to achieve "whole room or whole building comprehensive upgrade" in facility and furnishings standards.

7.1.1.1. Use professional interior design services to develop color schemes, select furnishings and art work, and establish decor.

7.1.1.2. Avoid piecemeal upgrade projects and upgrade entire buildings with a consistent theme and matching furnishings. If it is too expensive to upgrade whole buildings, upgrade by floors or entire rooms.

7.1.1.3. Color-coordinate all signs, fabrics, finishes, carpet, wall covering, and draperies.

7.1.1.4. Use professionally designed room or building identification signs and prominently display signs to help customers locate facilities and rooms easily.

7.1.2. Furnishings. Attachment 2 defines minimum UH furnishings standards. You may exceed these standards if the MAJCOM policies and local resources permit.

7.2. Lodging Standards (VAQ and VOQ). The Congress has mandated and Air Force policy dictates that lodging accommodations and customer service approximate that found in quality hotels and motels.

7.2.1. Design Air Force lodging accommodations and execute services that improve the quality of life and mission effectiveness of Air Force travelers.

7.2.2. Housing Flights support the lodging program by procuring lodging furnishings and items listed in TA 414.

7.2.3. See AFI 34-601, *Air Force Lodging*, for lodging furnishings standards.

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The Civil Engineer

Attachment 1

GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS

Abbreviations and Acronyms

AFEMS—Air Force Equipment Management System

ASC—Allowance Source Code. This represents the authorized quantity of an item allowed, as established by the applicable TA

CA/CRL—Custodian Authorization/Custody Receipt Listing

BCE—Base civil engineer

CEMO—Command Equipment Management Office

DRMO—Defense Reutilization and Marketing Office

EAID—Equipment Authorization Inventory Data. These are items listed on a CA/CRL

EDD—Estimated Delivery Date

FAR—Federal Acquisition Regulation

FET—Generally denotes a transfer accountability of equipment without a cost ("Free Equipment Transfer")

FMO—Furnishings Management Office

GOQ—General Officer Quarters

GSA—General Services Administration

IAD—Inventory Adjustment Document

JFTR—Joint Federal Travel Regulations

MDR—Material Deficiency Report, RCS HAF-LEE (AR) 8211

M&R—Maintenance and Repair

NAF—Nonappropriated Funds

NF1—Furnishings items not listed on CA/CRL

NF3—Furnishings accountable to base supply, and listed on a CA/CRL

QIC—Quarters Improvement Committee

QIP—Quarters Improvement Plan

O&M—Operations and Maintenance (usually referring to funds)

P721—Family Housing Funds

RDD—Required Delivery Date

SBSS—Standard Base Supply System

SCP—Special Command Position (listed in TA 106)

SOQ—Senior Officer Quarters

TA—Table of Allowance

TLF—Temporary Lodging Facility

TO—Technical Order

UEQ—Unaccompanied Enlisted Quarters

UNCOQ—Unaccompanied Noncommissioned Officer Quarters

UOQ—Unaccompanied Officer Quarters

UH—Unaccompanied Housing (UOQ, UNCOQ, and dormitories)

VAQ—Visiting Airmen Quarters

VOQ—Visiting Officer Quarters

WIMS—Work Information Management System

Terms

Back-up Stock—Furnishings and appliances kept in the FMO warehouse.

Entertainment Areas—The defined areas within GOQs and SOQs which are designated for official entertainment purposes and may be provided supplemental furnishings. Supplemental furnishings items are listed in TAs 414 or 106 (living room, dining room, entryway, hallways, recreation rooms or dens).

Excess Furnishings—Furnishings excess to requirements in TA 414 or 106.

Furnishings—Furniture, appliances, and amenities (such as drapes and bedspreads) authorized in TAs 414 and 106.

Initial Issue—A first issue or new requirement for items.

Full JFTR—Member receives total household shipping weight entitlement.

Jacket File—A customer file or folder containing authorization documents, personnel and organization data, and accountability receipts.

Limited JFTR—An entitlement to partial (usually 25 percent) household shipping weight. Also referred to as "restricted" JFTR.

Loaner Kit—A set of temporary furnishings provided to members awaiting arrival of personally owned household goods (overseas only).

Lodging—VOQ, VAQ, and TLF.

Replacement Issue—Replacement of existing or previously issued items.

Supplemental Furnishings—Furnishings designated for GOQ and SOQ for official entertainment purposes. These furnishings supplement the occupant's personal furniture.

"601"—AF Form 601, Equipment Action Request document.

"645"—The Air Force specialty code (AFSC) for a military supply technician.

"041"—Supply allowance source code designating that an item is not covered by any other TA and is a

special (unique need) requirement.

Attachment 2

UH FURNISHINGS STANDARDS

UH Furnishings Standards. Use matching style and finishes for all furniture.

Furniture:

- Bed. Full-size (54- by 80-inch) innerspring mattress and box spring on pedestal frame in single-occupancy rooms (space permitting). For double-occupancy rooms, use twin-size (39- by 80-inch) innerspring mattresses and box springs on pedestal frames.
- Night stand. One for each bed.
- Chest of drawers.
- Desk or working table and matching chair with padded seat.
- Seating. Lounge chairs.
- Refrigerator.
- Mattress pad.
- Two sheets; one pillowcase for each pillow.
- Bedspread. Quilted and color-coordinated with drapes.
- Pillow. 22-ounce synthetic fiber-filled (at least one for each occupant).
- Blanket.

Finish and Coverings:

- Walls. Smooth finish, no painted or exposed concrete masonry unit (CMU). Accent walls are optional.
- Floors. Carpet, 26-ounce minimum, with prime urethane or synthetic cushion (except bath areas).
- Ceilings. Painted off-white with acoustical textured treatment.

Windows:

- Drapery, color-coordinated (except in bathroom).
- Blackout linings may be used (goal is total blackout capability)
- Mini-blinds or vertical blinds permissible.
- A combination of blinds and drapery permissible.

Heating, Ventilation, Air Conditioning, and Locks:

- Individually controlled rooms to provide seasonal comfort.
- Security locking mechanism.

Smoke Detectors and Electrical:

- One per room.
- Light switch located next to the latch side of the entry door.
- At least 5 quadraplex outlets with ground wiring.
- Adequate, functional lighting.
- Three-way light bulbs in all appropriate fixtures.
- No exposed wiring or cable.

Clothes Washers and Dryers:

- Available at no cost to occupant.
- 1 set (or ratio thereof) for every 12 occupants where hookups and space permit.

Bathrooms:

- Shower curtain or glass enclosure.
- Functional, energy-efficient adjustable shower head.
- Full-length mirror (18- by 60-inch minimum)
- Vanity, white or color-coordinated.
- Robe hook.
- Towel rods. At least 2 large, 2 small.
- Effective exhaust fan.
- Privacy locks on doors.
- Commodes. Full-enclosure, white or color- coordinated, with lids.
- Floor, walls, and wainscoting. Color-coordinated ceramic tile floor, walls, and wainscoting,

Vending Machine Area:

- Counter with a microwave.
- Ice machine.

Laundry Room:

- Well-maintained washer and dryer sets.
- Folding area and work tables.
- Vending machines with laundry products.
- Color-coordinated floor and walls.
- Chairs and end tables, or limited seating area.

Attachment 3

OVERSEAS FURNISHINGS AND QUARTERS AVAILABILITY REPORT (RCS:HAF-LEE[SA]7803)

A3.1. Description. This report:

- Identifies each overseas base that provides government quarters and furnishings for unaccompanied personnel regardless of full or restricted JFTR status.
- Identifies furniture shortages at limited JFTR overseas locations for both accompanied and unaccompanied members.

A3.2. Submission Requirements. Accomplish this report on all overseas installations. MAJCOM/CEH (or equivalent) submits this report to MAJCOM/DPX by 1 January and 1 July each year. MAJCOM/DPX compiles the data for final submission to HQ AFMPC/DPMYCOZ. HQ AFMPC/DPMYCOZ includes the information in the Automated Personnel Data System.

A3.2.1. Send any major, unexpected changes to the report as soon as they occur to MAJCOM/DPX, who will forward it to HQ AFMPC.

A3.2.2. Provide informational copies of all reports to HQ USAF/CEH.

A3.3. Preparation:

A3.3.1. Use a 6-month projected availability for data in this report.

A3.3.2. Compile report information according to the format in **Figure A3.1.** and use **Table A3.1.** for furnishing weights.

Figure A3.1. Format for Overseas Furnishings and Quarters Availability Report.

BASE/COUNTRY/COMMAND

UNACCOMPANIED

ACCOMPANIED*

E1-4 E5-6 E7-9 OFFICER

E1-4 E5-E6 E7-9 OFFICER

a. Government qtrs available (Yes/No)

1. Current

2. 180 days

b. Full JFTR (Yes/No)

c. Restricted JFTR

1. Full government furnishings Available now (Yes/No)

2. Total pounds of government furniture not available (indicate nomenclature in "Remarks"; see the following chart for standard weights)

(a) Current

(b) 180 days

* Applies to availability of furniture for members serving the accompanied tour at all restricted JFTR locations.

Table A3.1. Standard Furnishings Weight.

REFERENCE NO.	NSN	NOUN	UNIT WEIGHT
LIVING ROOM			
1	6230 00 539 9292	LIGHT FLOOR	25
2	6230 00 682 3423	LIGHT DESK	15
3	6230 00 949 8085	LAMP TABLE	15
4	7105 00 068 8799	TABLE OCCASIONAL	30
5	7105 00 226 8481	TABLE COFFEE	60
6	7105 00 267 1983	DESK	180

7	7105 00 292 9598	BOOKCASE	60
8	7105 00 576 2929	DESK	180
9	7105 00 576 3431	CHAIR OCCASION- AL	55
10	7105 00687 8814	CHAIR EASY	100
11	7105 00 926 6204	SETTEE	200
12	7105 00 935 1714	CHAIR DESK W/O ARMS	40
13	7220 00 412 5171	CARPET 12' X 15'	90
14	7220 00 781 6375	PAD CARPET 12' X 15'	50
15	7230 00 251 7434	DRAPERIES	20
16	7290 00 547 3756	FIREPLACE SET	35
DINING ROOM			
17	7105 00 082 2394	CHAIR DINING STR W/O ARMS	40
18	7105 00 082 3067	CART TEA SERVER	105
19	7105 00 269 9238	TABLE DINING	150
20	7105 00 292 9596	CABINET CHINA	140
21	7105 00 576 2938	BUFFET	170
22	7105 00 975 3250	CHAIR W/ARMS DIN- ING	45
23	7220 00 142 5171	CARPET 9' X 12'	80
24	7220 00 781 6375	PAD CARPET 9' X 12'	40
25	7230 00 251 7434	DRAPERIES	20
KITCHEN			
26	4110 00 892 5948	REFRIGERATOR	240
27	7105 00 269 9224	TABLE KITCHEN	70
28	7105 00 082 2394	CHAIR STR W/ARMS	45
29	7105 00 782 3166	STOOL STEP	21
30	7125 00 431 5804	CABINET STORAGE KITCHEN	70
31	7105 00 485 3362	COUNTER CABINET KITCHEN	210
32	7310 00 292 2339	RANGE ELECTRIC	210
33	7310 00 655 5721	RANGE GAS	210
34	7320 00 802 3702	DISHWASHING MA- CHINE	140

35	3510 00 474 5945	DRYING TUMBLER	143
36	3510 00 978 6790	WASHING MACHINE	226

BEDROOM

37	6230 00 949 8085	LAMP TABLE	10
38	7105 00 269 5342	TABLE OCCASIONAL	40
39	7105 00 177 4810	WARDROBE	225
40	7105 00 226 8496	CHEST OF DRAWERS	135
41	7105 00 269 9210	BEDSTEAD DBL	190
42	7105 00 269 9211	BEDSTEAD SGL	170
43	7105 00 576 8684	VANITY-DRESSER	115
44	7105 00 576 8685	DRESSER 3-DRAWER	180
45	7105 00 576 8686	STOOL VANITY	25
46	7105 00 576 3431	CHAIR STR W/ARMS	45
47	7105 00 579 7909	MIRROR	35
48	7210 00 139 6424	MATTRESS SGL	40
49	7210 00 139 6434	MATTRESS DBL	80
50	7210 00 582 7540	BEDSPRING BOX SGL	70
51	7210 00 582 7541	BEDSPRING BOX DBL	150
52	7220 00 412 5171	CARPET 9' X 12'	80
53	7220 00 781 6375	PAD CARPET 9' X 12'	40

PORCH

54	7105 00 457 5056	GLIDER, PORCH	150
55	7105 00 685 5525	TABLE, PORCH	30
56	7105 00 685 5577	CHAIR, PORCH	45
57	7220 00 292 2096	MAT, FLOOR	5